

guidance **INDEX**

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New SRA Guidance Publications

Better Living Booklet, Your Children's Health: A Handbook for Parents and Teachers by J. Roswell Gallagher, Physician-in-Charge of Adolescent Services, Children's Medical Center, and Assistant Professor of Child Health, Harvard School of Public Health, Boston, Massachusetts. (See review item No. 33)

Junior Life Adjustment Booklet, Politics for Boys and Girls by Robert E. Merriam, member of the Chicago City Council and author and lecturer in political science. (See review item No. 54)

Life Adjustment Booklet, Understanding Politics by Robert E. Merriam, member of the Chicago City Council and author and lecturer in political science, and John W. Bethea, editorial associate with the Public Administration Clearing House, Chicago, Illinois. (See review item No. 55)

A Book About Me by Edith Sherman Jay, Assistant Professor of Psychology, Wayne University, Detroit, Michigan, and formerly Director of Testing and Evaluation, City Schools, Santa Barbara, California. (See review item No. 20)

Directions For Use

The **Guidance Index** lists the best current material in guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, administrator, and professional worker; the second, for the student.

The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (*) denotes material especially suitable for the elementary schools.

Every effort is made to list as many free and inexpensive (50 cents or less) publications as possible. A dagger (†) denotes this material. In this issue of the *Guidance Index* you will find:

70 items covering 43 subjects. 26 items are free or inexpensive.

Note

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

for the

**COUNSELOR,
TEACHER,
ADMINISTRATOR, and
PROFESSIONAL WORKER**

Items listed in this category give information on guidance and related fields: child development, personal adjustment, education, and vocational guidance.

Adolescence

1. **Adolescence.** Marguerite Malm and Olis G. Jamison. [McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.] 1952. 512 pp. \$5.00.

This book discusses various aspects of adolescent adjustment—social, physical, and vocational, to name a few—with the view of better enabling adults to help young people with their problems. Ways of improving home, school, and community relations with adolescents are suggested. Much of the material is drawn from actual experiences of teen-agers and presented in their own words. Additional information at the close of each chapter presents topics for discussion, pertinent movie aids, and suggestions for further reading.

2. **The Adolescent and His World.** Irene M. Josselyn. [Family Service Assn. of America, 192 Lexington Ave., New York 16.] 1952. 124 pp. \$1.75.

Written for social workers and others who guide and counsel children and parents, this book traces the physical, emotional and social development and accompanying problems of adolescence. Parents will find this book helpful in their efforts to understand and guide their adolescent children.

Audio-Visual Education

3. **The Index of Training Films.** 1951-1952 edition. [Business Screen Magazines, Inc., 7064 N. Sheridan Road, Chicago 26.] 1951. 85pp. \$2.00.

This booklet of technical and industrial

motion pictures and slidefilms will be of interest to vocational teachers. The films are not evaluated but brief descriptions of content, film characteristics, terms of use, and sources are given. Some of the areas covered are the aviation industry, chemical industry, electronics, machine shop, photography, and office practice.

4. ***†Motion Pictures on Child Life: A List of 16mm Films.** Compiled by Inez D. Lohr. Federal Security Agency, Social Security Administration, Children's Bureau. [U.S. Govt. Print. Off., Washington 25, D.C.] 1952. 60 pp. 40c.

This booklet lists a wide range of films for use by parent-teacher organizations, schools, health educators, and welfare departments. Each listing is accompanied by a short description of the subject of the film—running time, whether it is a sound or silent film or both, whether it is in color or black and white or both, whether it may be bought, rented, or borrowed, and the name of the distributor. No evaluation is given. A directory of the distributors is appended.

Child Psychology

5. **Growing Through Play.** Ruth E. Hartley. [Columbia University Press, 2960 Broadway, New York 27.] 1952. 62 pp. 75c.

This booklet, subtitled *Experiences of Teddy and Bud*, gives segments of the play life of two children with very different problems. What each child's play activity revealed about his problems and how this knowledge was utilized make the booklet of value to instructors in teacher's colleges, nursery or primary teachers, and parents.

6. *†**Helping Michael to Help Himself.** Francena L. Nolan. Extension Bulletin No. 834. [Dept. of Extension Teaching and Information, Cornell University, Ithaca, N.Y.] 1951. 15 pp. 5c.

This bulletin shows the ways in which one parent made living in an adult world easier for her child by adapting such things as coat racks, hooks, and closet shelves to make them usable by a five-year-old. After the installation of child size conveniences, Michael and his friends could play and clean up after their play easily and Michael was able to care for his wants and possessions. The sense of family belonging this engendered added to his satisfaction and emotional growth. Simple diagrams showing construction details of some self-help aids will be of interest to all parents.

7. **New Play Experiences for Children.** Ruth E. Hartley and Others. [Columbia University Press, 2960 Broadway, New York 27.] 1952. 66 pp. 75c.

This booklet presents the phase of a study by the Caroline Zachry Institute concerned with the efficacy of planned play groups and the value of miniature life toys and puppet plays in encouraging the healthy personality development of young children. The material is presented in the form of excerpts from an observer's or teacher's notes on the children's activity and a commentary on the problems and maladjustments as revealed by the notes. The authors feel that the study shows that these techniques are worthy of further exploration and may be of great value in child adjustment. A bibliography for further reading on the subject is included.

Citizenship

8. ***Your Life as a Citizen.** Harriet Fullen Smith. [Ginn and Co., Statler Bldg., Boston 17, Mass.] 1952. 495 pp. \$3.72.

This book for the upper elementary grades examines America's heritage and cultural patterns and relates them to present day world conditions. There are sections on labor relations, vocational choice, taxes, and community planning. Each chapter is preceded by reading guide questions and followed by review questions, project and discussion suggestions, and references for

further reading. An appendix includes the Declaration of Independence and the Constitution of the United States.

Counseling

9. †**Counseling College Students During the Defense Period.** Willard W. Blaesser and Everett H. Hopkins. [U.S. Govt. Print. Off., Washington 25, D.C.] 1952. 23 pp. 25c.

The college companion bulletin for *Students and the Armed Forces* is an aid primarily for faculty members and advisers in their contacts with students outside of classroom situations. Defense programs and policies are briefly explained but the body of the booklet is concerned with the problems of students, both men and women, during the defense period. Ways of improving college services in guidance and counseling are outlined. There is also a listing of selected references for faculty use.

10. †**Counseling High-School Students During the Defense Period.** Leonard M. Miller. [U.S. Govt. Print. Off., Washington 25, D.C.] 1952. 34 pp. 25c.

Designed as a companion bulletin for *Students and the Armed Forces*, this aid to administrators, teachers, and counselors reviews some of the vital pressures of the day in their effect on school personnel and students. Ways in which the schools may best serve the students at this time are discussed. Provision of information and counseling services by school and community and the possible improvement of already existing services are among the topics covered. There is a section on the questions most often asked by students. The answers are designed to help a student in his decision as well as to present information. A selected reference list which would comprise a minimum library on the subject for the high school is appended.

11. **Counseling in Catholic Life and Education.** Charles A. Curran. [The Macmillan Co., 60 Fifth Ave., New York 11.] 1952. 462 pp. \$4.50.

This book reviews the recent developments in the field of counseling, making a distinc-

tion between guidance and counseling. The need for counseling is shown in the discussion of problems of modern living and sources of personal problems. The stages of the counseling process which the counselee experiences are discussed in detail. Techniques used by the counselor, skills of value to him, and his obligations to himself and his subject are described and illustrated. The special areas of counseling children and group counseling are also treated.

12. The Counselor in Counseling. Seward Hiltner. [Abingdon-Cokesbury Press, 810 Broadway, Nashville 2, Tenn.] 1952. 188 pp. \$2.50.

This book discusses the personality of the counselor and how he can best serve his parishioner's needs. Each chapter presents a counseling or precounseling contact, an evaluation by the counselor and by the author, and a generalization of counseling principles from the case in point. These principles are applicable to fields of counseling other than pastoral.

Current Affairs

13. *Your Country and the World. Robert M. Glendinning. [Ginn and Co., Statler Bldg., Boston 17, Mass.] 1952. 512 pp. \$3.72.

This book for the upper elementary grades presents world geography against an historical background. Through a combination of economic, political, and physical geography, and with the aid of many illustrations and maps, present-day world conditions and the roles of the leading nations of the world are set forth in an understandable way. There are study activities, discussion topics, and a list of books for further reading at the end of each chapter. A workbook and teacher's manual are in preparation.

Discipline

14. The Discipline of Well-Adjusted Children. Grace Langdon and Irving W. Stout. [The John Day Company, Inc., 210 Madison Ave., New York 16.] 1952. 244 pp. \$3.75.

This book describes the handling of disciplinary problems by the parents of well-

adjusted children, in the parents' own words. (The criteria for judging the children as well-adjusted are given along with family and school background.) Physical punishment, withholding of privileges, and the family counsel technique are among the topics discussed. The authors also trace the changing attitudes toward discipline that have occurred in the last 75 years.

Education

15. The American Educational Catalog, 1952. 81st annual issue. [R. R. Bowker Co., 62 W. 45th St., New York 36.] 1952. 152 pp. \$1.00.

An index and price list of elementary and secondary school textbooks, compiled from information supplied by the publishers. The books are classified by subject with supplementary readers, and guidance and vocational material included. There is an author index and a list of the publishers' names and addresses.

16. †Religion in State Teachers Colleges. A Report of a National Study Conference on Religion in State Teachers Colleges. [Yale Divinity School, 409 Prospect St., New Haven 11, Conn.] 1951. 39 pp. 50c. Quantity prices. Supply limited.

This partial report presents conference addresses and group reports on several facets of religion in public education. The legal background and problems which concern religious education are examined as well as the reasons for teaching non-sectarian religious courses. A suggested list of courses on the college level is also presented. Voluntary religious groups and activities, and the nature of their campus affiliations, are given consideration. Problems concerning religion which come to the attention of religious counselors, and techniques of counseling, are enumerated and briefly discussed. A bibliography of related materials is included.

17. Requirements for Certification of Teachers, Counselors, Librarians, Administrators: For Elementary Schools, Secondary Schools, Junior Colleges. Robert C. Woellner and M. Aurilla Wood. 17th

ed. [The University of Chicago Press, 5750 Ellis Ave., Chicago 37.] 1952. 125 pp. \$3.50.

This book provides an up-to-date summary of the requirements necessary to obtain an initial certificate as a teacher, counselor, librarian, or administrator in the elementary schools through junior colleges in various states. The information was obtained from the officials of state, regional, and national associations, and will be of help to all prospective teachers and their faculty advisers. Recommendations of regional and national associations concerning the qualifications of administrative and instructional personnel, and sources of information regarding teacher applications for United States possessions are also included.

18. Social Living in the Curriculum. Henry Harap. [Division of Surveys and Field Services, George Peabody College for Teachers, Nashville, Tenn.] 1952. 134pp. \$1.00.

This monograph, in two parts, is an examination of the core in theory and practice. The general characteristics of social living and their demands on and rewards to the teacher and student are the substance of Part I. Part II is an examination of grades 1 through 12, in various school situations, for flexibility and informality of learning environment, relation of core to total curriculum, and student-teacher relationship. This discussion is followed by an evaluation of the above factors by the author.

19. Teaching Through Radio and Television. William B. Levenson and Edward Stasheff. Rev. ed. [Rinehart and Co., Inc., 232 Madison Ave., New York 16.] 1952. 560 pp. \$4.75.

This new book gives the contributions of broadcasting to teaching and traces the development of broadcasting in schools. The preparation and presentation of the educational radio and television program are outlined. The techniques of selection, use, and measures of effectiveness of various types of programs are discussed. Among other topics covered is the commercial program for children, its standards and possible improvements. The bibliography lists books on both techniques and subjects for broadcasting.

Elementary Education

20. *†A Book About Me. Edith Sherman Jay. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1952. 32 pp. 32c. Quantity discounts. Specimen set (Workbook, teacher's manual, and analysis sheet), 50c.

A children's interest workbook for kindergarten and first grade levels, this activity workbook is designed to bridge the gap between home and school and to help children develop effective pre-reading habits. Incorporated in the workbook is an informal survey test for estimating a child's maturity and his intellectual development. There is also a teacher's manual which gives suggestions for using the workbook in many school situations and an analysis sheet for recording information obtained through the use of the workbook which becomes a part of the child's permanent record.

21. *Elementary Social Studies Instruction. Maurice P. Moffatt and Hazel W. Howell. [Longmans, Green and Co., Inc., 55 Fifth Ave., New York 3.] 1952. 486 pp. \$4.25.

This book, a text for courses in curriculum and methods on the elementary level, sets forth and clarifies objectives, materials, and procedures for social studies classes. The discussions are not limited to school techniques but take in the child's outside interests, development, and environment. Much of the material has been drawn from observation in order to relate and integrate theory and practice.

Family Life

22. And You Never Know. Nora Stirling. American Theatre Wing Community Plays. [The National Assn. for Mental Health, 1790 Broadway, New York 19.] 1952. 32 pp. \$1.00.

This dramatic sketch for use by parent or community groups has as its theme a family problem, sibling jealousy. Points made in the play are to be brought out in group discussion. Producing packets are available at \$4.50 and include the discussion guide from *The Temperate Zone* plays, 5 scripts—1 for each actor and 1

each for the director and discussion leader. Posters are available at quantity prices.

23. The Adopted Family. Florence Rondell and Ruth Michaels. [Crown Publishers, Inc., 419 Fourth Ave., New York 16.] 1951. 64 pp. \$2.50.

Book I: You and Your Child is addressed to the parents of an adopted child. The need for preparation for adoptive parenthood and legal protection for parent and child is discussed. Social aspects of adoption and methods of handling the older child's curiosity about his biological parents are among the topics covered. The possibilities and ways of using *Book II: The Family that Grew*, a picture story book, in telling the child of his adoption are explained. There is also a list of recommended reading for parents.

24. The Modern Family. Robert F. Winch. [Henry Holt and Company, Inc., 257 Fourth Ave., New York 10.] 1952. 522 pp. \$3.90.

The discussion of the modern family is preceded by a definition of the term "family" and an outline of the area covered by this book. Family life in other cultures is examined for contrast and background to the study of the modern family. The functions of the family as seen by the author are these: economic, status-conferring, reproductive, and socialization and security. Family structure is examined on all levels of parent-child relationship and in the three social classes. Also covered are the adult relationships of courtship, love, and marriage.

Group Work

25. Handbook for Group Leaders. Ann Culphey Brown and Sally Brown Geis. [Woman's Press, 600 Lexington Ave., New York 22.] 1952. 212 pp. \$3.00.

Fund raising, dealing with problem members, program planning, guest speakers, and emergencies, are some of the topics the authors enlarge upon from their wide experience in group work. There is information on the sources and use of audio-visual aids, publicity media, and public relations techniques. This book is for all members of voluntary organizations, particularly those composed for the most part of women.

26. How to Use Hand Puppets in Group Discussions. Jean Schick Grossman. [Play Schools Assn., Inc., 119 W. 57th St., New York 19.] 1952. 51 pp. 60c.

This booklet describes the use of hand puppets by adults and children for stimulating group discussion in the field of family life education. Examples of the effectiveness of their use are taken from the author's experiences with representative groups. Suggestions of topics for dramatization are made and show the variety of uses to which the puppets may be put. Hints for group objectives and for leading discussions are outlined. There is a chapter by Rowena Shoemaker on the construction of hand puppets.

Growth and Development

27. The Complete Book of Mothercraft. Arnold Gesell and Others. [The Greystone Press, 100 Sixth Ave., New York 13.] 1952. 896 pp. \$4.95.

Twenty-five leading specialists have worked together to produce this book covering phases of child care from the pre-natal stage to adolescence. Emotional and physical development, childhood disorders and diseases, social and sex education are only a few of the topics discussed. This book is of value not only to parents but to counselors, nursery, primary, and secondary school teachers. Among the authors are Arnold Gesell, Benjamin Spock, Herman N. Bundesen, William C. Menninger, and Sir Grantly Dick Read.

Guidance

28. *Elementary School Guidance. Ervin Winfred Detjen and Mary Ford Detjen. [McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.] 1952. 266 pp. \$3.75.

This book was written to help present and future school teachers understand children and their problems. Techniques for putting the basic principles discussed into practice are described. Some of the aids suggested for handling such problems as aggressiveness, daydreaming, and cheating are story outlines, games, discussion ideas, and audio-visual aids. There are also suggested reading lists for children and parents.

Handicapped

29. †**The Child Who is Hard of Hearing.** Federal Security Agency, Children's Bureau Folder No. 36. [U.S. Govt. Print. Off., Washington 25, D. C.] 1952. 14 pp. 5c.

This pamphlet explains the possible causes and cures of hearing loss in children. When treatment cannot restore normal hearing, expert help and training may enable the child to lead as nearly a normal life as possible. The importance of early diagnosis and training is emphasized. Sources of further information for parents of a child who is hard of hearing are given.

30. †**The Child with Epilepsy.** Federal Security Agency, Children's Bureau Folder No. 35. [U.S. Govt. Print. Off., Washington 25, D.C.] 1952. 14 pp. 5c.

This pamphlet presents the myths and facts concerning epilepsy. The nature and possible causes of the disorder are explained. The necessity for expert care, so that persons with epilepsy may lead as nearly a normal life as possible, is pointed out. The educational, economic, and personal future of epileptics themselves is given.

31. †**Group Counseling with Mothers of the Cerebral Palsied.** Harry V. Bice. [The National Society for Crippled Children and Adults, 11 S. La Salle St., Chicago 3.] 1952. 42 pp. 50c.

This is a report of counseling with parents of children with cerebral palsy in New Jersey. It is a presentation of the problems met by those parents and a pooling of successful solutions to these problems with the help of professional counselors. The possible causes, nature, and types of cerebral palsy are considered to clear up common misunderstandings. The problems of motivation, discipline, and education of the child are among the subjects covered.

32. **My Son's Story.** John P. Frank. [Alfred A. Knopf, Inc., 501 Madison Ave., New York 22.] 1952. 209 pp. \$3.00.

This true story by the parent of a retarded child will be of interest to all teachers and

others who work with extremely retarded children, as well as to parents of these children. It traces the parents' gradual realization of Peter's condition, the efforts they made in his behalf, the eventual loss of hope, and their final decision to institutionalize him. Their search for an institution points up the need for more work-ers and facilities to care for these children.

Health and Hygiene

33. *†**Your Children's Health: A Handbook for Parents and Teachers. Better Living Booklet.** J. Roswell Gallagher. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1952. 48 pp. 40c. Quantity discounts.

This is a health handbook designed to give parents and teachers the basic minimum of information necessary for intelligent handling of children's health problems. The author discusses such subjects as health attitudes, growth patterns, physical fitness, nutrition, common health difficulties, illness prevention and control, means of preventing accidents, and first-aid methods. He also gives worth-while information on choosing family doctors and specialists.

Heredity

34. **Understanding Heredity: An Introduction to Genetics.** Richard B. Goldschmidt. [John Wiley & Sons, Inc., 440 Fourth Ave., New York 16.] 1952. 228 pp. \$3.75.

This book presents the basic facts of genetics in a way that will be understandable to both the layman and student. The specialized and highly technical material has been omitted, and the essential facts are stated clearly and simply for the beginning reader or student of genetics. There is appended a list of books for further reading in the field.

Higher Education

35. **Problems in American Government.** Robert E. Lane. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1952. 373 pp. \$2.85.

This workbook on political science, for beginning college students, makes use of the technique of political analysis. Cases are presented from which the student is to de-

velop and appraise political principles. Much of the case material is taken from current political issues.

Human Relations

36. How to Live and Work Successfully with People in Business. Harry Walker Hepner. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1952. 272 pp. \$3.75.

This book is primarily aimed at those people in supervisory or administrative positions. Its three main parts are: Understanding Others, Managing Yourself, and Employee Supervision and Higher Level Management. Some of the topics handled under these headings are adjustment, personality, mental efficiency, motivation, and leadership. The section on letters of application and the employment interview will be of particular interest to young people seeking a start in the business world.

Mental Hygiene

37. How to Master Your Fears. Peter J. Steincrohn. [Wilfred Funk, Inc., 33 W. 46th St., New York 36.] 1952. 224 pp. \$2.95.

Dr. Steincrohn demonstrates, with the aid of cases encountered in his practice, that worry and fear can cause physical symptoms. When recognized for what they are, fear can be conquered and worries faced realistically. The reasons behind many of our fears are, according to the author, errors in judgment, mistakes in interpretation of facts, and hesitancy in seeking readily available knowledge.

38. Our Children in Tomorrow's World. S. R. Laycock. [The Ryerson Press, 299 Queen St., Toronto 2 B, Canada.] 1951. 44 pp. 60c.

This booklet is composed of a series of talks to parents originally presented over the air. It has for its theme how parents can best help their children to live in tomorrow's world. Some of the topics covered are prejudice, work, war, and family living. Ways in which parents can help children make successful adjustments to these facts and problems of life are presented.

39. The Will to Live. Arnold A. Hutschnecker. [Thomas Y. Crowell Company, 432 Fourth Ave., New York 16.] 1951. 278 pp. \$3.50.

Dr. Hutschnecker writes of the connection between emotional and physical well-being. He discusses the cause-and-effect relationship between unhealthy attitudes or adjustments and certain physical disorders and describes, by means of case histories, how, by resolving the conflict or improving the adjustment, physical ills can be alleviated. A section of his book is given over to the aids available to patients and to the role medicine plays in the task of restoring them to active, creative living.

Military Service

40. Students and the Armed Forces. [U.S. Govt. Print. Off., Washington 25, D.C.] 1952. 88 pp. 45c.

While this source book was written primarily for teachers, counselors and administrators of secondary schools and colleges, it is written so that the average student can understand it. It discusses the academic and vocational opportunities available in the Armed Services and how a student may best prepare himself to take advantage of them. Selective Service and enlistment procedures are explained and sample Selective Service forms are reproduced. The religious, moral guidance, recreational, and welfare programs are briefly discussed. There is also a bibliography of selected reading references for greater detail.

Old Age

41. You and Your Aging Parents. Edith M. Stern and Mabel Ross. [A. A. Wyn, 23 W. 47th St., New York 19.] 1952. 212 pp. \$2.75.

This book provides a comprehensive treatment of the problem of how to deal effectively with aged parents who are emotionally, physically, or economically dependent upon their children. Practically every aspect of the problem is analyzed, clearly showing how children may care for aging parents and their needs without disrupting their own lives. The book considers living quarters, money questions, interference with home and marriage, relations with grandchildren, physical care of

the elderly, remarriage, and other questions of importance to the aging and to the persons responsible for their care.

Psychology, Educational

42. Educational Psychology. Charles E. Skinner, Ed. 3rd ed. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1951. 791 pp. \$5.00.

This book is an examination of human behavior in educational situations. The introduction by the editor discusses the nature and scope of educational psychology. Part I, Human Growth and Development, describes the general nature of growth and development, social and emotional development, intelligence, and individual differences. Part II, Learning, covers, among other topics, motivation, motor skills, problem solving, and transfer of learning. The nature of personality, adjustments, and exceptional children are discussed in Part III. Part IV is an examination of measurement and evaluation techniques. Teaching and guidance in education are the topics of Part V.

Public Relations

43. †The 1952 "PR" Guide. [Division of Press and Radio Relations, National Education Assn., 1201 16th St., N. W., Washington 6, D. C.] 1952. 32 pp. 15c.

This handbook lists reference books, pamphlets, motion pictures, filmstrips, radio scripts and transcriptions, special aids, and organizations that will be helpful to those planning a school public relations program. Names and addresses of publishers or sources as well as a brief description are given for each item.

Reading

44. Efficient Reading. James I. Brown. [D. C. Heath and Co., 285 Columbus Ave., Boston 16, Mass.] 1952. 290 pp. \$2.75.

This new workbook for reading improvement contains 65 selections arranged within each of five sections in order of increasing difficulty by the Flesch "reading ease" score. Following each selection are questions for checking comprehension, and a set of exercises to test writing skill. There is also a conversion table so that the stu-

dent may convert his reading time on any selection to words per minute, an answer key, progress record sheets, and an index to the order of difficulty of the selections.

45. Studies in the Psychology of Reading. William C. Morse and Others. Monograph in Education No. 4. [University of Michigan Press, 311 Maynard St., Ann Arbor, Mich.] 1951. 188 pp. \$3.00 cloth; \$2.50 paper.

This monograph contains information of interest and value to workers in remedial reading and teachers on all levels. It is the presentation, results, and conclusions of experiments in the study of eye-movements in reading. The three experiments are: (1) A comparison of eye-movements of average fifth- and seventh-grade pupils reading materials of corresponding difficulty, (2) Age changes in measures of eye-movements in silent reading, and (3) Studies of the eye-movements in reading of university professors and graduate students.

School Administration

46. The Public Administration of American Schools. Van Miller and Willard B. Spaulding. [World Book Co., 313 Park Hill Ave., Yonkers 5, N.Y.] 1952. 606 pp. \$4.60.

This book, designed as a college text, will be helpful to the school administrator and the citizen interested in improving the school system. Emphasis is placed on the responsibility of the entire nation for successful school administration. Much background material for basic understanding of the procedures of school administration is given. Emphasis throughout the book is on democratic philosophy and procedures in examining what can and should be done, and how the improvement of school operations should be made.

Secondary Education

47. Teaching the Social Studies in Secondary Schools. Arthur C. Bining and David H. Bining. 3rd ed. [McGraw-Hill Book Company, Inc., 330 W. 42nd St., New York 36.] 1952. 350 pp. \$4.25.

While this book was prepared for college students planning to teach social studies, it will be of equal value to teachers in service, for it presents and evaluates new material and developments in the field. The relationship of the teacher to both pupil and parent and also to the school administration and community is more fully discussed in this, the third edition. At the close of each chapter is a list of questions and problems covered in the chapter as well as a list of books and articles for supplemental reading. In addition, there is an index of visual aids, both motion pictures and film strips, as well as the sources from which they can be obtained.

48. Youth Decides. Vernon Jones. [Row, Peterson and Co., 1911 Ridge Ave., Evanston, Ill.] 1952. 335 pp. \$2.00.

This book consists of a series of brief biographical sketches of famous people. Some of the subjects covered by these sketches are *My First Job*, *Selling One's Self*, *Discouragement*, and *Leadership*. Each sketch illustrates some phase in the development of the whole individual. The sketches are introduced by the author to give the students background for reading the sketch and are followed by a list of activities or discussions for further development of the point of the sketch, all geared to the secondary school level. There is an accompanying teacher's manual to aid the instructor to the most effective use of this text.

Sex Education

49. †Formula for Family Life Education. Thomas W. Galloway. [American Social Hygiene Assn., 1790 Broadway, New York 19.] 1952. 5c. Quantity prices.

This folder sets forth, in chart form, the sex information, habits, and attitudes a child should have acquired by the time he has reached his sixth, twelfth, fifteenth, and eighteenth birthdays. It is intended as a guide to, and check of, the child's knowledge and use of knowledge on the subject of sex for parents, teachers, and others who counsel young people.

50. *†Sex Behavior and Sex Interest in Children. Louise Bates

Ames. [American Social Hygiene Assn., 1790 Broadway, New York 19.] 1952. 11 pp. 10c. Quantity prices.

This pamphlet explains the sex interests, and behavior of children with the intention of informing parents how and when to best instruct the child on sex. Stress is placed on the importance of parents' attitudes when giving this information, as well as the importance of factual information. The child's pattern of sex inquiry and interest is also traced.

Social Problems

51. Alcohol, Culture and Society. Clarence H. Patrick. [Duke University Press, Durham, North Carolina.] 1952. 176 pp. \$3.00.

The author examines the alcohol question from a social and cultural point of view. His position is that the use of alcoholic beverages is, in the main, the reflection of cultural patterns. Drinking customs from ancient Egypt to the present are described, as well as the reasons for the use of alcohol by man in these varying cultures. The methods of liquor control that have been used in the past are examined and the author suggests a solution to the alcohol problem which takes into account the cultural and social nature of the problem.

Vocational Education

52. Vocational-Industrial Education in Pennsylvania. Bulletin No. 330. [Dept. of Public Instruction, Box 911, Education Bldg., Harrisburg, Penn.] 1952. 177 pp. \$1.00.

This bulletin gives data on the establishment and operation of vocational-industrial schools and departments on the secondary level in Pennsylvania. The background and growth of this phase of education is described and various plans outlined. The vocational education program, courses, related courses, and general education courses are fully discussed. Such topics as tests and measurements, methods of instruction, administrative procedures, and shop organization and equipment are of value to administrators and teachers of vocational classes throughout the country.

Women-Employment

53. **Women in the Defense Decade.** [American Council on Education, 1785 Massachusetts Ave., N.W., Washington 6, D. C.] 1952. 110 pp. \$1.25.

This report on a national conference of

persons representing schools, colleges, universities, government agencies and selected national organizations, presents the findings and certain of the addresses which set the background of the conference. Some of the areas covered are the home, the armed forces, and education. The findings of this conference are of special importance to counselors and educators.

for the STUDENT

Items listed in this category are divided into two groups: Life Adjustment Material, which gives information about social, personal, and school problems; and Vocational Material, which gives information about occupations.

LIFE ADJUSTMENT MATERIALS

Citizenship

54. *†**Politics for Boys and Girls. Junior Life Adjustment Booklet.** Robert E. Merriam. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1952. 48 pp. 40c. Quantity discounts.

This booklet will give boys and girls a clear picture of the part politics plays in the operation of our democratic government. The roles of political parties, the importance of voting, and individual responsibility for the quality of government are some of the topics handled in a way that youngsters can understand. The author, Robert E. Merriam, is a member of the Chicago City Council and an author and lecturer in political science.

55. †**Understanding Politics. Life Adjustment Booklet.** Robert E. Merriam and John W. Bethea. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1952. 48 pp. 40c. Quantity discounts.

This newest *Life Adjustment Booklet* will answer the questions teen-agers ask about the national elections in November. The operation of political parties, the role of the "machine" in politics, and the parts

played by the ordinary citizen, independent voters, and pressure groups are some of the subjects covered. Participation in politics as the business of every American and individual responsibility for the quality of our government are points emphasized by the booklet. The authors are Robert E. Merriam, member of the Chicago City Council and author and lecturer in political science, and John W. Bethea, editorial associate with the Public Administration Clearing House, Chicago, Illinois.

Home Study

56. †**The Truth About Correspondence Schools.** J. S. Noffsinger. [B'nai Brith Vocational Service Bureau, 1424 Sixteenth St., N.W., Washington 6, D.C.] 1952. 4 pp. 20c. Quantity prices.

This pamphlet on correspondence study explains the real worth of this kind of study and gives examples of famous people who have profited from home study courses. The type of person who will gain most from studies pursued in this manner is discussed. Both state university and private school home study courses are discussed for their individual value.

The characteristics of a poor correspondence school are presented so that prospective students will be warned.

Job Hunting

57. †**Preparing a Presentation Book.** [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1952. 3 pp. 5c.

Designed to aid job-hunters in the fields of writing, advertising, photography, or art, this fact sheet is a guide to the preparation of a portfolio to display samples of creative work to prospective employers. Selection and organization of samples is discussed and types of books for various job markets are described.

VOCATIONAL INFORMATION

Art

59. †**Commercial Art.** [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1952. 7 pp. 5c.

This fact sheet discusses the field of commercial art with the purpose of telling the beginner what to expect. While the requirements of many jobs are explained, emphasis is placed on the beginning jobs, their duties, possibilities, and how to get them. Possible sources of employment are given and there is a list of selections for further reading.

Business and Management

60. †**Junior Executive.** Verner F. Group. Occupational Abstract No. 153. [Personnel Services, Inc., Main St., Peapack, N. J.] 1952. 6 pp. 50c. Special to students, 25c.

This abstract deals with the junior executive and his work. The position of junior executive is defined and a history of the development of this position is given. The growth of large corporations has created a need for executive talent in all fields. The qualifications and preparation necessary for success are outlined along with the future prospects and salary range, both beginning and future. The sources of this leaflet are given as references for further reading.

Leisure

58. **The Boy's Workshop Companion.** W. Oakley. [Greenberg: Publisher, 201 East 57th St., New York 22.] 1952. 218 pp. \$2.75.

Addressed to the teen-ager who enjoys working with tools, this book gives instructions for setting up a home workshop, a list of tools which are needed, and instructions for their care and use. Companion diagrams show the proper and improper uses of the most basic tools and construction details are further explained by cut-away sketches for quick understanding. Both wood and metal-working techniques are given, together with the properties of materials commonly used in the home workshop.

Clerical Work

61. †**Clerk.** [Chronicle Guidance Press, Moravia, N. Y.] 1952. 4 pp. 50c.

This occupational brief summarizes the work, working conditions, qualifications, salaries, training requirements and opportunities for clerks. It also includes a definition of the job of clerk and a short description of the history of clerks through the years. Methods of preparing for office work while still in high school are outlined, as are the opportunities for advancement. Suggestions for further reading and sources of additional information are also given.

Clothing Manufacture

62. †**Tailor and Tailoress.** [Chronicle Guidance Press, Moravia, N. Y.] 1952. 4 pp. 50c.

This occupational brief defines and describes the many specializations in the work of the custom tailor and the ready-to-wear tailor. Working conditions in small custom shops, older plants, and modern factories are compared. There is a shortage of workers in this field so employment possibilities will remain good for quite some time. Many of the related jobs are such that a good tailor can transfer to them after acquiring sufficient background and experience. The apprenticeship plan, by which most tailors

are trained, is briefly outlined, and the work done at various stages in the apprenticeship is described. Suggestions for further reading are given.

Domestic and Personal Service

63. †**Beauty Operator.** [Chronicle Guidance Press, Moravia, N. Y.] 1952. 4 pp. 50c.

In addition to describing the occupation of beauty operator, this brief explains the qualifications, training requirements, opportunities for advancement, and methods of entry into the field. Related jobs, such as wig dresser and cosmetic demonstrator, and the duties of each, are briefly explained. Mention is made of state licensing requirements, and sources of further information are given. Employment possibilities and outlook for both men and women are discussed.

Dramatic Entertainment

64. **Let's Meet the Ballet.** Dorothy Samachson. [Henry Schuman, Inc., 20 E. 70th St., New York 21.] 1951. 106 pp. \$4.00.

This book was written for individuals who have come into contact with the ballet for the first time and want elementary information to help them understand what they have seen. It will also be of value to young students of ballet, especially if they are considering a career in this field. Illustrated by many beautiful pictures of famous dancers, the book traces the history of ballet and tells of the jobs of the many people who are important to the success of a ballet. Modern and classical ballet, the character dance, and ethnic and modern dance are some of the topics covered, and there are also interviews with famous dancers. Included are a glossary of basic ballet terms, a limited list of music for the dance, and a list of books for further reading on the ballet.

Government and Public Service

65. **Investigator.** Arco Editorial Board. [Arco Publishing Company, 480 Lexington Ave., New York 17.] 1952. \$2.50.

This study book is written for those who want to take Civil Service examinations

for beginning investigational positions. Examples of this type of work are city, county, or state police officers, and agents attached to a department of the federal government such as the Treasury Department, Department of Justice, or the Bureau of Customs. Some of the aspects of the work of the investigator that are covered are accurate observation and reporting, interviewing techniques, relative value of various kinds of evidence, and the technical vocabulary of investigational work. There are, in addition, sample test questions with an analysis of the procedure to be used in answering. A trial test and hints for the successful completion of an actual Civil Service examination are also included.

66. †**Policeman.** [Chronicle Guidance Press, Moravia, N. Y.] 1952. 4 pp. 50c.

The various kinds of jobs falling into this classification and related to it are defined and the duties outlined. Following a brief history of the development of present-day police work, the training requirements and opportunities, qualifications, working conditions, advancement possibilities, and hours and pay in the different lines of police work are covered. Most of the information in this brief applies also to women in police work. The future employment outlook and suggestions for further reading are given.

Health

67. **Beatrice Perry: X-Ray Technician.** Dorothy Tooker. [Dodd, Mead and Co., 432 Fourth Ave., New York 16.] 1952. 250 pp. \$2.50.

Written for high school girls, this book will answer the questions of those considering a career as an X-ray technician. The story, in following a young girl through all the steps of her year of hospital training, gives the prospective technician an idea of the kind of work she will do both as a student and after completing training. Qualifications and suggested high school preparation are included. The technical information is woven into the story in a way that makes easy, interesting reading.

68. **Chiroprody as a Career.** Wilfred E. Belleau. Rev. ed. [Park

Publishing House, 4141 W. Vliet St., Milwaukee 8, Wis.] 1952. 27 pp. 60c.

This booklet traces the history of chiropody and its development into the professional field it is today. The six types of chiropodic practice are defined, the training, both preprofessional and professional, is described, and minimum cost of training in the six approved colleges is set forth. The general field is discussed from three viewpoints, general practice, specialization, and salaried work. A more intimate look at the field is afforded by the section on a day's practice by a chiropodist. Income, opportunities, and disadvantages are described and there is a discussion on women in chiropody. Included in the appendix is a list of references for further information.

69. †**Employment Outlook for Pharmacists.** [U. S. Dept. of Labor, Bureau of Labor Statistics, Washington 25, D. C.] 1952. 4 pp. Single copies, free.

This pamphlet discusses the relative demand for pharmacists in drug stores, by pharmaceutical houses and hospitals, as teachers in colleges of pharmacy, and in the armed forces. The probable supply and demand figures are examined as the basis for a prediction of good employment opportunities for pharmacists for the next few years.

Science

70. †**Employment Outlook for Earth Scientists.** Bulletin No. 1050, Bureau of Labor Statistics, U. S. Dept. of Labor. [U. S. Govt. Print. Off., Washington 25, D. C.] 1952. 38 pp. 30c.

Following a general discussion of the size, growth, and employment outlook of the field of earth science, its specific areas—geology, geophysics, oceanography, meteorology, and geography—are considered. The nature of the work, where jobs are located, education and training, and methods of entry into the field are covered for each area. Interest in weather prediction and control, and in the development of natural resources has made earth science a growing field with a bright employment outlook.

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